

- E. The selected guide will prepare an Operations Bulletin for the information of the staff members responsible for the areas to be toured.
- F. The purpose of tours is to acquaint visitors with the department's mission and with the programs available to accomplish this mission.
- G. Every effort will be made to have first line supervisors explain their duties. This will give visitors a truer flavor of the facility and will enable visitors to receive more detailed answers to their questions.
- H. Tours normally will be conducted during the hours 0800-1100 and 1300-1500, Monday through Friday. Tours for offenders coordinated by the Division of Field Services will occur on the third Tuesday of the month at 0815 or 1245.
- I. All tour participants may be subject to a criminal background investigation prior to entering secure facilities. All participants must bring an acceptable form of photo identification.
- J. Persons requesting tours will be advised of the approval or disapproval of the tour in a timely manner.
- K. Persons for whom tours are approved will be advised:
 - 1. Where and when to meet the tour guide.
 - 2. Suitable attire including:
 - a. Plain clothes as opposed to uniforms. No short pants allowed.
 - b. Non-revealing loose clothing
 - c. Walking shoes. No open toed footwear or flip-flops allowed.
 - 3. To avoid bringing:
 - a. Weapons
 - b. Jewelry
 - c. Tobacco
 - d. Cell Phones
 - e. Money in large sums
 - f. Metal objects that will trigger the metal detector
 - g. Alcoholic beverages
 - h. Abusable drugs
 - i. Beverages or other open containers
 - j. Children
 - k. Pets
 - l. Video and/or audio recording devices without prior approval from the Commissioner
 - 4. Where to park
 - 5. To lock vehicles and place items left in cars and valuables out of sight.
 - 6. Behavioral expectations when in the presence of prisoners.
 - 7. That there is some personal risk involved on the part of the tourist and that they, not the State, assume that risk.
- L. Tours may be disapproved when they do not meet these guidelines or when the tour would adversely impact the facility operation or individual safety.
- M. Tours may be discontinued at any time when continuing the tour would adversely impact the facility operation or individual safety.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

LYONS/pf